

## MEETING NOTES

**MEETING DATE:** September 2, 2010

**MEETING:** CONSTRUCTION MEETING NO. 04

**PROJECT:** Morrill DPH Offices  
Project No: 20452F

**LOCATION:** University of Massachusetts  
Amherst, MA

**PRESENT:**

Kevin Riordon, Dietz & Company Architects (DCA)  
Stephen Lobik, F&CP - UMA  
Mark Poscik, UMA  
Roger Jarosz, Inglewood Development (IDC)  
Ted Landis, Inglewood Development (IDC)  
James Hanchett, MA DPH

**DISTRIBUTED TO:**

Stephen Lobik, F&CP - UMA  
Mark Poscik, UMA  
Roger Jarosz, Inglewood Development  
Nick Ariskin, Inglewood Development  
Ted Landis, Inglewood Development  
Judy Laduc, UMA EH&S  
James Hanchett, MA DPH  
Helen Taugher, MA DPH  
Marija Popstefamja, MA DPH  
Shane Landry, Adams P&H  
Maryanne Steele, Umass EH&S

**WEATHER:** Sunny 80s.

**Corrections to previous meeting notes:** None.

**Progress Report:**

**Punchlist Status:** N/A

**Requisition Status:** N/A

**Attachments:** N/A

**Time for Completion:** 11/26/10 (Substantial Completion)

**Notice to Proceed date:** 7/28/10

**Days in Contract:** 120

**Time elapsed:**

**Percent Work completed:**

### PREVIOUS MEETING ITEMS

#### I.2 INITIAL SUBMITTALS

2010-08-03 Preliminary schedule submitted but will be revised to show permitting impact. UMA requires Schedule of Values, Site Specific Safety Plan, Project Directory with emergency contacts and subcontractor list, and copies of the submitted AQ06 Demolition Notification Form and ANF-001 form for Asbestos Demolition Notification.

**Action:**  
**IDC**

2010-08-12 Site Specific Safety Plan submitted at meeting. IDC to submit copies of the AQ-06 and ANF-001 to UMA. A preliminary project directory was submitted but requires updates for emergency contacts. Schedule of Values still required to be submitted.

2010-08-19 Emergency contacts to be added to project directory and resubmitted. Schedule of Values to be revised to breakdown electrical and HVAC costs.

2010-09-02 Roger / IDC to submit revised contact list

#### I.4 BUILDING PERMIT

2010-08-03 UMA will forward the partially prepared building permit application to DCA for additional information and the permit application will then be sent to IDC for finalization. The stamped drawings, specifications (3 sets) and completed construction control documents are being prepared by DCA and will be ready later this week. DCA will notify IDC when ready for pick up. The building permit application should not include the costs of plumbing or electrical work as a separate fee is charged for permits applicable to those specific work trades.

**Action:**  
**Record**

2010-08-12 Permit application completed and submitted with check to UMA. DCA will drop off 3 sets of stamped plans, specification books and construction control affidavits at UMAFP after the meeting. Fire alarm narrative to be submitted by DCA/RDK.

2010-08-19 FA narrative received and submitted to Umass for building permit submission.

2010-09-02 Submitted to David Holmes. Permit documents to be posted when received from Boston. Closed.

#### I.5 AFD FIRE ALARM PERMIT

2010-08-03 UMA submitted the AFD fire alarm permit checklist to IDC (Nick) on 8/2. DCA will contact RDK engineers about the fire alarm narrative to be submitted with permit application.

**Action:**  
**IDC**

2010-08-12 UMAFP repeated that the fire alarm narrative should meet the AFD checklist and guidelines. Work includes moving,

adding and subtracting devices in the specific work area.

2010-08-19 DCA to submit FA narrative to IDC to forward to Icon for AFD FA permit submission.

2010-09-02 FA submittal package to be resubmitted by IDC with items from attached Fire Alarm Submittal Checklist completed. Submittal to be revised and resubmitted for review ASAP. Updated stamped FA drawings received from electrical engineer and will be returned to engineer to be included in white binder. Hazards listed as an item on the checklist to be described will be "General office materials only in project area, all lab materials which may be considered hazardous will be removed before demolition begins." RDK Engineers will assemble all required documents into the white binder to be submitted to AFD. Stamp of engineer will not be required on the FA submittals.

#### I.6 OTHER PERMITS

2010-08-03 IDC to review other requirements for permits including dumpster permit which should be coordinated with UMA EHS and AFD.

Action:  
Record

2010-08-12 UMA EHS said that the dumpster permit is coordinated with AFD not EHS. Noted also that the electrical permit is filed with the local inspector and the plumbing permit is filed with the state plumbing inspector.

2010-08-19 Continued.

2010-09-02 Closed.

#### I.7 CARD ACCESS SECURITY AT DOORS

2010-08-03 UMA will be coordinating device, installation and integration requirements with Physical Plant for doors indicated to receive card access readers. If card access system is not ready for use at the end of Phase I, the key core at Secure Evidence Room will be moved to new Storage Room lockset until card access system is activated.

Action:  
IDC

2010-08-12 ECSC is the typical UMA card access contractor for installing wiring and devices for card access system. They will require a separate permit to do card access electrical work. UMAFP met with physical plant to coordinate revisions to door hardware requirements and will try to finalize by next week.

2010-08-19 UMA would like to get IDC electrical subcontractor to install card access system. Stephen to finalize door hardware and Blackboard system requirements. Stephen to determine room for Blackboard control panel.

2010-09-02 List of required Blackboard materials for pricing by electrical contractor submitted to IDC on August 26. IDC to expedite pricing but move forward with ordering these materials immediately. IDC to provide status on where Icon Electric is at with this information. List also included revised door hardware requirements. DCA will review door and hardware submittal (submitted 8/31/10) based on this but should have been included in submittal.

#### I.8 CONTRACTOR USE OF BUILDING / SITE

2010-08-03 Parking / dumpster locations will be coordinated at next weeks meeting. UMA will provide keys to roof areas, mechanical rooms, etc.

Action:  
IDC

2010-08-12 Inglewood to coordinate dumpster location with parking services and vivarium project contractor. Mark Poscik will assist. Dumpster may only be required during initial demolition period and could be removed daily by truck after initial demo.

2010-08-19 IDC to coordinate dumpster location with UMA Parking Services.

2010-09-02 Closed.

#### I.9 FUME HOOD REMOVAL

2010-08-03 UMA will perform testing on fume hood and exterior ductwork to determine if decontamination is required. EHS will schedule decontamination if required.

Action:  
IDC

2010-08-12 Testing for contaminants will be done this Monday to determine what level of decontamination is required. DPH to remove final items from duct and lab spaces to allow removal of fume hood. Early abatement of this area will be discussed next meeting.

2010-08-19 The hood is ready to be removed. IDC to coordinate work with DPH.

2010-09-02 Work on hood removal not yet started. IDC to get disconnections completed by subcontractors as soon as possible.

#### I.10 LONG LEAD ITEMS

2010-08-03 IDC to prepare early submittals for long lead items including fume hood, metal casework, rooftop exhaust unit, windows, security screens (and card access if UMA determines that GC will supply to project).

Action:  
IDC

2010-08-19 IDC to prepare submittals for long lead items not already submitted.

2010-09-02 87 Mountain Blue will be the color for the fume hood and the metal casework.

**3.1 WINDOW REPLACEMENT – OFFICE N247**

2010-08-19 The missing window sash was found for the lower portion of the existing wood window in Office N247. The sash will be reinstalled with gasketing and secured shut to avoid work to replace rope balances at jambs. A credit for not providing the new window can be incorporated into a future change order.

**Action:**  
IDC

2010-09-02 Sash fits in frame and to be fixed in place with wood mouldings.

**3.2 SCHEDULE**

2010-08-19 Stephen to submit permit documents to DPS State Building Inspector today. Office 224 should be ready for work upon DPS approval. Existing furniture / refrigerator to be moved out of work area and covered.

**Action:**  
UMA/IDC

2010-09-02 IDC to prepare 3 week look ahead schedule to show how N224B will be completed by specified deadline.

**3.3 NEW DOOR AT N247**

2010-08-19 The existing 48" wide door and frame at N247 will be replaced with a new 36" wide door with hollow metal frame to ease installation of electric latch for new card access control. The door and frame are expected to be lead-lined as the room was a former x-ray room and should be disposed of properly. Some minor tile abatement at the door jambs may be required for door removal and installation. IDC to review with abatement contractor.

**Action:**  
IDC

2010-09-02 IDC indicated that hazmat contractor said that the abatement at the door could be done glovebag and would not require closing the corridor.

**NEW ITEMS****4.1 STORAGE N224B**

2010-09-02 Concern that this space has not yet been started. IDC to find and use knockdown frame with metal or wood door as temporary condition until permanent doors are delivered. Permanent frame to be knock-down to allow sheetrocking to be completed around door. Framing to start next week. Refrigerator is empty so can be unplugged where wire conflicts with new wall.

**Action:**  
IDC

**4.2 SUBMITTALS**

2010-09-02 IDC has not received several submittal. IDC and DCA to review for problems in delivery.

**Action:**  
IDC

Next meeting will be held at: September 9, 2010. Job meetings will be held on Thursdays at 11:00 am. Meetings will be held in Morrill N134A. To the best of my knowledge and belief, these meeting notes are considered to be a true and accurate record of all items discussed. The undersigned shall be notified, in writing, within ten days of the date below, of any corrections or additions; otherwise, these minutes shall be considered accepted as written.

Respectfully submitted:  
DIETZ & COMPANY ARCHITECTS, INC.  
Kevin M. Riordon AIA  
Date Prepared:  
September 9, 2010

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# AMHERST FIRE DEPARTMENT FIRE ALARM SUBMITTAL CHECKLIST

Address:

Date:

Incomplete	Acceptable	
<b>General</b>		
	ICON	Application for Fire Department Permit
	ICON	Fee
	ICON	Installing Contractor (Name, Address, Telephone, Fax, License Number)
	N	Designer/Engineer (Name, Address, Telephone, Fax, qualification)
	EF-101	Stamped by Engineer of Record (Construction Control projects)
<b>Building Information</b>		
	N	Protected Property Address
	UMASS	Owner Information (Name, Address, Telephone)
	UMASS	Occupant Information (Name, Address, Telephone, Fax)
	N	Building information (use group, number floors, area)
	N / UMASS	Occupancy and Hazards
<b>Design Information &amp; Narrative Report (780 CMR 9)</b>		
	N	Description of project
	N	Codes & Standards used
	N	Design criteria and system features
	N	Sequence of Operation
	EF101	Performance (Input/Output) Matrix
	N	Interconnections with other building systems-
	Simplex	Battery Calculations
	Simplex	Voltage drop calculations
	N	Testing procedures (must be detailed)
<b>Supervision</b>		
	N	Remote, Proprietary, Central Station
	N	Monitoring Information (Name, Address, Telephone, Fax, Certification)
	N/A	Copy of UL or FM Certificate
<b>Plans &amp; Specifications</b>		
	SIMPLEX	Approved shop drawings (stamped by engineer or signed by the qualified designer)
	EF-101	Scaled Plan
	EF-101	Title Block
	EF-101	Symbol Legend
	N/A	Building cross section
	EF101	Identification of each room use
	EF101	Location and Type of all initiating devices
	EF101	Location and Type of all notification devices
	Simplex	Point list & Address assignments
	SIMPLEX	FACP and Annuciator panel locations
	EF101	Schematic wiring (circuit pathways)
	SIMPLEX	Identification of circuit Class and Style
	EF101	Riser Diagram
	N	Interconnections with other building systems (HVAC, sprinkler, fire suppression)
<b>Equipment</b>		
	Simplex	Manufacturer's Data/Specification Sheets
	Simplex	Fire Alarm Control Panel
	Simplex	Type of initiating devices
	Simplex	Type of notification devices
	Simplex	Other equipment or peripherals
<p>Notes:</p> <p>Copies of the license of each technician performing work on the project shall be forwarded to the Fire Department</p>		
Reviewed by:		Date:
Assistant Chief		

MAY BE REQUIRED TO  
DOCUMENT FA TESTING  
AFTER INSTALLATION

FOR SIMPLEX ITEMS,  
ALSO REFER TO  
REQUIREMENTS IN FA  
SPECIFICATION &  
NOTES ON RDK SHOP  
DRAWING TRANSMITTAL

N = Info in Narrative

06/22/09

# Shop Drawing Log - All Submitted Items



Project Name

Project #

In from GC	Action	Returned to GC	Sect #	Description	Ref to	Ref out	Ref ret'd	2ND in	2ND out	2ND act	3RD in	3RD out	3RD act
8/31/2010	ETAN - Additional Info Required	9/9/2010	08110	Metal Frames	N/A								4
8/31/2010	ETAN - Additional Info Required	9/9/2010	08211	Wood Doors & Door/Frame/Hardware Summary	N/A								4
8/31/2010	ETAN - Additional Info Required	9/9/2010	08710	Door Hardware									4
8/25/2010	NET	9/8/2010	09500	ACT Ceilings Grid & Tile	N/A								4
8/25/2010	Under Review		09675	VCT Flooring	N/A								4
8/12/2010	Submitted for Records	8/19/2010	11610	Fume Hood Product Data - Color	mech eng	8/12/2010	8/18/2010						4
8/12/2010	ETAN	8/19/2010	12311	Casework / Fumehood Shop Drwg	N/A	8/12/2010	8/19/2010						4
8/12/2010	ETAN	8/19/2010	12311	Metal Casework Product Data - Color	N/A		8/19/2010						4
8/17/2010	NET	8/19/2010	15400	Pipe Valves & Fittings	mech eng	8/17/2010	8/19/2010						4
8/23/2010	ETAN	9/1/2010	15400	Plumbing Fixtures	mech eng	8/24/2010	9/1/2010						4
8/17/2010	NET	8/19/2010	15400	Plumbing Hangers	mech eng	8/17/2010	8/19/2010						4
8/23/2010	ETAN	8/25/2010	15500	Air Handling Unit	mech eng	8/24/2010	8/25/2010						4
8/12/2010	R/R	8/24/2010	15500	Diffusers Registers and Grilles	mech eng	8/12/2010	8/24/2010						4

In from GC	Action	Returned to GC	Sect #	Description	Ref to	Ref out	Ref ret'd	2ND in	2ND out	2ND act	3RD in	3RD out	3RD act
8/13/2010	ETAN	8/18/2010	15500	Duct Insulation	mech eng	8/15/2010	8/18/2010						4
8/12/2010	R/R	8/24/2010	15500	Ductwork	mech eng	8/12/2010	8/24/2010						4
8/12/2010	ETAN	8/30/2010	15500	Exhaust Fans & Fire Dampers	mech eng	8/12/2010	8/30/2010						4
8/12/2010	NET	8/24/2010	15500	Firestopping	mech eng	8/12/2010	8/24/2010						4
8/12/2010	NET	8/24/2010	15500	Pipe Hangers & Supports	mech eng	8/12/2010	8/24/2010						4
8/12/2010	NET	8/24/2010	15500	Piping & Fittings	mech eng	8/12/2010	8/24/2010						4
8/12/2010	NET	8/24/2010	15500	Valves & Strainers	mech eng	8/12/2010	8/24/2010						4
8/12/2010	ETAN	8/18/2010	16000	Conduit & Wire	elect eng	8/12/2010	8/18/2010						4
8/23/2010	R/R	8/30/2010	16000	Fire Alarm	elect eng	8/24/2010	8/25/2010						4
8/12/2010	NET	8/18/2010	16000	Light Fixtures	elect eng	8/12/2010	8/18/2010						4
8/12/2010	NET	8/18/2010	16000	Panelboards	elect eng	8/12/2010	8/18/2010						4
8/12/2010	NET	8/18/2010	16000	Wiring Devices	elect eng	8/12/2010	8/18/2010						4